



Human Resources Consulting, Inc.



(i) GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing,
and the option to create an electronic delivery order are available through GSA
Advantage!®, a menu-driven database system.

The INTERNET address GSA
Advantage!® is: GSAAvantage.gov

Schedule Title: **Human Resources and EEO Services**

FSC Group, Part, and Section or Standard Industrial Group: **738 X**

Service Codes: **R499 & R799**

Contract number: **GS-02F-095BA**

Current through GSA Mod PO-0002, effective September 9, 2014

For more information on ordering from Federal Supply Schedules click on the FSS
Schedules button at fss.gsa.gov

Contract period: **April 1, 2014 through March 31, 2019**

Human Resources Consulting, Inc
5563 Craftwood Drive
Antioch, TN 37013

571-431-1030

<http://www.hrciweb.com>

Business size: Other than small business concern.

(ii) CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices:
See page 11.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

SIN 595-21 – Analyst 1 - \$34.21 per hour.

SIN 595-28 - Sexual Assault Response Coordinator - \$30.06 per hour.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided: See pages 4 to 10.

2. Maximum order: \$1,000,000.

3. Minimum order: \$100.

4. Geographic coverage (delivery area): The delivery is within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point of production: Antioch, TN (Davidson County).

6. Discount from list prices or statement of net price: Prices lists are net prices.

7. Quantity discounts: None.

8. Prompt payment terms: 0.5% Net 20 Days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:
Yes.

10. Foreign items (list items by country of origin): Not applicable.

11a. Time of delivery: As mutually agreed.

11b. Expedited Delivery: As mutually agreed.

11c. Overnight and 2-day delivery: As mutually agreed.

11d. Urgent Requirements: As mutually agreed.

12. F.O.B. point: Antioch, TN (Davidson County).

13a. Ordering address: Human Resources Consulting, Inc, 5563 Craftwood Drive, Antioch, TN 37013.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: Human Resources Consulting, Inc, 5563 Craftwood Drive, Antioch, TN 37013.

15. Warranty provision: Workmanlike manner.

16. Export packing charges: Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

None.

18. Terms and conditions of rental, maintenance, and repair: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

20a. Terms and conditions for any other services: Not applicable.

21. List of service and distribution points: Not applicable.

22. List of participating dealers: Not applicable.

23. Preventive maintenance: Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

Not applicable.

25. Data Universal Number System (DUNS) number: 175780068.

26. Notification regarding registration in System for Award Management (SAM) Registration database: Yes.

595-21 - Human Resources Services

HUMAN RESOURCE MANAGER

Minimum Experience/Education: Bachelor's degree with 5 years professional experience.

Responsibilities: Provides senior-level management support, advice, counseling, and program development for human resources activities. The HR Manager possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource personnel file organization, management, and disposition/retention policies, particularly in a federal environment. The HR Manager also is responsible for, and experienced in, the supervision of contractor personnel involved in human resource support function, including planning of personnel resources to staff file centers, audit teams, and other sorts of long- and short-term projects.

HUMAN RESOURCES GENERALIST I

Minimum Experience/Education: Bachelor's degree with minimum of 1 year of experience in the field or associates' degree with three years of HR experience.

Responsibilities: Administers human resources policies and procedures that cover one or more functional areas (e.g. Recruitment & Placement, Management & Employee Relations, Position Classification, Training & Development, Labor Relations). Collects and analyzes HR data and then makes recommendations to management. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

HR CLASSIFICATION SPECIALIST

Minimum Experience/Education: Bachelor's degree and 1 year of experience in the field or associates degree 4 years of HR experience.

Responsibilities: Provides support for human resource programs. Responsible for all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Ensures the accuracy of position descriptions determines the appropriate title, series, and grade of positions within the agency and advises management on organization and position management issues to ensure equity. Assures that classification actions are taken within legal and procedural guidelines, providing guidance and assistance to other personnel specialist, manager and supervisors within headquarters on various classification matters. The individual should be familiar with Reduction in Force (RIF) procedures and qualifications.

RECRUITER I

Minimum Experience/Education: Bachelor's degree and 1 year of experience or high school diploma with 5 years of recruitment/HR experience.

Responsibilities: Screens, interviews, and recommends prospective employees for employment. Extends offers of employment to successful candidates. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

PERSONNEL SPECIALIST, SENIOR

Minimum Experience/Education: Bachelor's degree and 10 years of professional experience. Experience could be in the areas of Employee Relations or Benefits Administration, Classification, Staffing or other related human resources areas.

Responsibilities: Provides senior level support for human resource programs. Excellent writing skills for the purpose of drafting award recommendations and various advisory memoranda, classification, and staffing. Individual shall be experienced in creating and executing plans for action and milestones with minimal supervision. Individual shall have knowledge in the Government retirement and benefits software (or equivalent) for computing retirement estimates and military deposits. Experience and knowledge in the handling of grievances and disciplinary actions required. Knowledge of Federal employee benefits programs, including Thrift Savings Plans, and health and life insurance is desirable.

HUMAN RESOURCES CONSULTANT

Minimum Experience/Education: Bachelor's degree and five years of experience. May substitute Master's degree for 2 years of experience.

Responsibilities: Provides advisory services and assistance in the area of personnel management; performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees; conducts Quality Control audits to ensure that personnel records are accurate and complete. Consultant functions as the liaison between Human Resources and other departments to facilitate the achievement of business objectives. Responsibilities can include: employee relations, performance management, compensation practices, research and analysis, organization development and review of HR policies and procedures.

HUMAN RESOURCES ASSISTANT

Minimum Experience/Education: Associates degree; minimum of two years of office administrative experience.

Responsibilities: Shall assist other HR personnel by performing human resources assistance work requiring substantial knowledge of HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. The work does not require the broad knowledge of Federal HR systems or the depth of knowledge about HR concepts, principles, and techniques that are characteristic of the recognized HR specialist positions. However this individual shall have experience in office administration, using automated word processing graphics systems, spreadsheet applications and developing graphic/artistic presentations for publications and documents as required.

HR TRAINING MANAGER

Minimum Experience/Education: Bachelor's degree and at least 5 years of experience in the field, including supervisory/management.

Responsibilities: Designs, plans, and implements corporate training programs, policies, and procedures. Researches new training techniques and suggests enhancements to existing training programs. Generally manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

HR TRAINING SPECIALIST I

Minimum Experience/Education: Bachelor's degree in a related field and 1 year of experience in the field.

Responsibilities: Conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

HR ADMINISTRATIVE SUPPORT SPECIALIST

Minimum Experience/Education: Associates degree and at least 2 years' experience in professional office environment with general knowledge of office support software and formal correspondence and document development.

Responsibilities: Prepares HR correspondence and formal HR documentation in accordance with established style guidelines. Utilizes automated word processing software to develop correspondence and documentation, in support of HR managers. Utilizes HR automated database and spreadsheet software to maintain project manager contract status tracking information. Develops spreadsheets to HR track budgets and expenditures. Maintains departmental calendar; schedules meetings. Assembles HR material for meetings; orders supplies.

HR ADMINISTRATIVE SUPPORT SPECIALIST, SENIOR

Minimum Experience/Education: Associates degree and at least 6 years' experience in professional office environment with general knowledge of office support software and formal correspondence and document development.

Responsibilities: Prepares HR technical correspondence and HR formal documentation in accordance with established style guidelines, in support of HR managers. Utilizes HR automated word processing software to develop correspondence and documentation. Utilizes HR automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares HR milestone charts and scheduling worksheets.

HR ANALYST I

Minimum Experience/Education: Advanced technical training and 1 year of experience or bachelor's degree and minimal experience. Expertise in MS Office with proficiency in Excel.

Responsibilities: Collects data from readily available sources and summarizes into prescribed format. Extracts, consolidates and analyzes data from HR systems. Provides insights into the data and presents the outcomes in a professional manner. This role supports the HR team with HR processes supporting the day to day operation and HR initiatives. May research and analyze pay practices, benefits, workforce statistics and industry metrics to support decision making.

HR ANALYST II

Minimum Experience/Education: Advanced technical training and 3 years of experience or bachelor's degree and 1 year of experience. Expertise in Microsoft Excel and proficiency in Access.

Responsibilities: Extracts, consolidates and analyzes data from HR systems. Provides insights into the data and presents the outcomes in a professional manner. Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools.

HR ANALYST III

Minimum Experience/Education: Advanced technical training and 5 years of experience or bachelor's degree and 2 years of experience.

Responsibilities: Extracts, consolidates and analyzes data from HR systems. Provides insights into the data and presents the outcomes in a professional manner. Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools. Develops and analyzes large data sets. Creates, implements and facilitates highly independent project work in a specialized HR area.

HR ANALYST, LEAD

Minimum Experience/Education: Advanced technical training and 7 years of experience or bachelor's degree and 3 years of experience or advanced degree and 2 years of experience.

Responsibilities: Provide support to the HR function, the business and executive team in the areas of HR Information Systems, compensation, benefits and staffing. Maintains HRIS databases, auditing data, preparing reports, proposing business process improvements and automation. Recommends data driven solutions. Develops and analyzes large data sets. Participates in evaluation and analysis to understand effectiveness or new initiatives and identify trends.

HR FINANCIAL ANALYST

Minimum Experience/Education: Bachelor's degree and 3 years of related experience.

Responsibilities: Reports HR financial status by preparing and analyzing financial plans, forecasts and reports, as requested by HR management. Prepares and evaluates the benefits budget; analyzes actual results vs. budget and researches variance explanations. Processes and monitors payments to third-parties for the administration of benefit plans. Identifies and recommends improvements to financial processes to strengthen control environment in the execution of benefit plans. Supports the special project requirements of senior management.

HR PROJECT MANAGER

Minimum Experience/Education: Bachelor's degree with 3 years of professional experience; or Master's degree and 1 year of experience.

Responsibilities: With little or no corporate guidance, the Project Manager (PM) shall be capable of managing a large team of professionals in providing a wide range of HR services to one or more clients. The HR Project Manager is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.), including supervising personnel in all aspects of the project activity. The PM organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that the Contractor is fulfilling its corporate performance responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel.

HR PROJECT MANAGER, SENIOR

Minimum Experience/Education: Bachelor's degree with 10 years of professional experience or Master's degree with 5 years' experience

Responsibilities: Applies broad management skills and specialized functional and technical expertise to lead complete, large scale HR projects or to manage the operations of multiple projects. Responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.), including supervising personnel in all aspects of the project activity. The Senior PM organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that the Contractor is fulfilling its corporate performance responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and provides overall direction to all project level activities and personnel.

HR PROGRAM MANAGER

Minimum Experience/Education: Bachelor's degree and 7 years of professional experience or Master's degree with a minimum of 5 years of professional experience.

Responsibilities: Experience in business process design, change management or HR Information Systems implementation. Applies broad management skills and specialized functional and technical expertise to lead complete, large projects or to manage the operations of multiple projects. Provides subject matter expertise in HR functions.

HR DATABASE ADMINISTRATOR

Minimum Experience/Education: Associate's degree or higher in IT field; two years' relevant experience or equivalent experience/combined education.

Responsibilities: Assists in maintaining HR database applications; provides data administration design and support for systems. Works with end-users to ensure data integrity and data access. Provides technical assistance in all facets of database administration to include data standards, synchronization, access, security and administration.

SIN 595-28 - Social Services, Professional Counseling and Veterans' Readjustment & Behavioral Health Services

COMMUNITY OUTREACH SERVICE PROGRAM SPECIALIST

Minimum Experience/Education: Bachelor's degree and three years' experience in working with community or government agencies is required. Experience in creating or staffing partnerships or collaborations is preferred. Military life experience is an asset and may be considered as partial requirement for experience. The individual must have a good understanding of automated skills to include MS word, Excel, Adobe, and Power Point. Experience in writing and public speaking is a must.

Responsibilities: Coordinate Service, National Guard and Reserve programs and policies that assist Service Members and families. Help meet and improve the behavioral health, faith, legal and financial needs of Soldiers and Families through appropriate integration of Family Program Services from all components in the state. Research and facilitate partnerships with community agencies to enhance services for geographically dispersed Soldiers and Families throughout the area. Ensure distribution of up-to-date and cutting edge resources in accordance with established standards and regulatory requirements for Service Members and Families who are geographically dispersed from Family support facilities.

COMMUNITY SERVICES OUTREACH PROGRAM MANAGER

Minimum Experience/Education: Bachelor's degree and five years of experience, which equip him/her to serve as the program manager. Experience providing services to military families, while not required, is preferred.

Responsibilities: Outreach to families who have the greatest level of need, but are least likely to seek out and take advantage of services until they have reached a state of crisis. Primary focus of outreach will be to deliver services to the following populations: geographically or socially isolated families identified as needing specific outreach services, first-term Soldiers and Families, geographically separated families, newly arrived Soldiers and Families in the community, single-parent families, and other Soldiers and Families identified by a needs assessment. Oversight and implementation of a comprehensive community needs assessment on an annual basis to identify family support program requirements of the community. Provide principle ACS coordination with Family Housing Office.

EMPLOYMENT READINESS PROGRAM MANAGER

Minimum Experience/Education: Bachelor's degree and one year of experience. Experience providing services to military families is preferred though not required.

Responsibilities: Administers the Employment Readiness Program and function as the primary point of contact and subject matter expert for the orchestration and execution of the program. Develops and maintains comprehensive, accurate, accessible and up-to-date information on available employment opportunities, education and volunteer resources and support services which help customers make informed decisions on seeking employment. Conducts or coordinates classes, workshops, or individual session to empower job seekers to conduct effective job searches. Interviews, counsels and advises customers on career, occupational, volunteer and educational issues. Contacts employers, develops employment opportunities and maintains a private sector job bank. Conducts and/or participates in job fairs. Attends agency, installation and community events to collaborate, coordinate and promote employment readiness services. Maintains continuous relationships with corporate industry personnel, small business agencies, local chambers of commerce, economic development council, state employment services, universities and other employment agencies or entities.

RELOCATION READINESS PROGRAM MANAGER

Minimum Experience/Education: Bachelor's degree and one year of experience. Experience providing services to military families, while not required, is preferred.

Responsibilities: Administers the Relocation Readiness Program and functions as the primary point of contact and subject matter expert for the orchestration and execution of the program. Conducts relocation counseling to inbound and outbound transferees with primary focus on pre-departure counseling and relocation planning. Ensures that Soldiers departing and arriving to the installation relative to overseas assignments receive an orientation and information. Administers a lending closet to provide basic housekeeping items for temporary loan to incoming and outgoing families. Provides pre-deployment and post-deployment assistance, which includes briefings and/or work groups to deal with family reunification problems. Assists commanders in training family readiness groups. Ensures that a Family Assistance Plan, to address all levels and phases of deployment or mobilization and stability and support operations (SSO's), is developed, maintained and incorporated into the overall installation contingency plan.

WORK AND FAMILY LIFE CONSULTANT

Minimum Experience/Education: Associate's degree and one year of experience providing education or training OR three years' experience providing education and training. Knowledge of the military lifestyle preferred. Public presentation skills are required.

Responsibilities: Provide information and referral services, classroom instruction (large and small group with diverse audience), facilitate briefs and workshops, provide 1:1 non-clinical counseling; develop and distribute marketing materials in support of programs.

HQ SERVICE PROGRAM MANAGER

Minimum Experience/Education: Bachelor's degree and 4 years' experience in social service program development and implementation.

Responsibilities: Assist the respective Government program manager in all aspects of implementation of Service member and Family programs. Plan, support, coordinate and execute events, training, briefings, services and activities that support Service members and their Families throughout the deployment lifecycle. Works in collaboration, coordination and in concert with the Services, Components and appropriate other resources to ensure compliance with all requirements of applicable DoD and Service Directives. Provides management and administrative support to the Government program manager to include research, data analysis, and preparation of reports.

SEXUAL ASSAULT RESPONSE COORDINATOR

Minimum Experience/Education: Bachelor's degree and at least two years' experience working with domestic violence and/or sexual assault victims.

Responsibilities: Serves as the program manager for sexual assault prevention and response services on the installation. Ensures overall local management of sexual assault awareness, prevention, training and victim advocacy. Provides crisis intervention, safety planning, emotional support and medical/legal accompaniment to victims of sexual assault. Trains and oversees volunteer, military and/or contract victim advocates in the performance of their sexual assault victim advocacy duties. Establishes an after-hours oncall victim advocacy roster and ensures the availability of 24-hour sexual assault victim advocacy services. Collaborates with other military and civilian first responders to ensure victims of sexual assault receive timely and responsive care.

LICENSED CLINICAL SOCIAL WORKER

Minimum Experience/Education: Master's degree in clinical social work. Possess and maintain an unrestricted state license or state certification in the state where the facility is located.

Responsibilities: Provides counseling, psychotherapy, behavioral analysis, and substance abuse education. The social worker is responsible for recognizing when problems of adjustment, and maladaptive behavior or others conditions interfere with successful treatment and for referring patients with such problems to the appropriate mental health facility for intensive mental health care. Determines the need for and provide direct mental health services to patients with identified mental health and substance abuse problems utilizing psycho educational and treatment modalities as appropriate in the treatment of mental disorders. Serves as a mental health consultant to other health professionals at the facility. Establishes and maintains liaison with other health services professionals and mental health organizations.

Rates are for Customer Site (On-Site) or Human Resources Consulting, Inc's facilities (Off-Site)

SIN	SERVICE PROPOSED	4-1-14 to 3-31-15	4-1-15 to 3-31-16	4-1-16 to 3-31-17	4-1-17 to 3-31-18	4-1-18 to 3-31-19
595-21	Administrative Support Specialist	\$34.85	\$35.51	\$36.18	\$36.87	\$37.57
595-21	Administrative Support Specialist, Senior	\$39.16	\$39.90	\$40.66	\$41.43	\$42.22
595-21	Analyst I	\$34.21	\$34.92	\$35.66	\$36.41	\$37.17
595-21	Analyst II	\$36.01	\$36.76	\$37.54	\$38.32	\$39.13
595-21	Analyst III	\$37.90	\$38.69	\$39.51	\$40.34	\$41.18
595-21	Analyst, Lead	\$40.39	\$41.24	\$42.10	\$42.99	\$43.89
595-21	Classification Specialist	\$37.83	\$38.62	\$39.44	\$40.26	\$41.11
595-28	Community Outreach Program Manager	\$46.94	\$47.93	\$48.93	\$49.96	\$51.01
595-28	Community Outreach Program Specialist	\$39.16	\$39.98	\$40.82	\$41.68	\$42.55
595-21	Database Administrator	\$46.09	\$47.06	\$48.05	\$49.06	\$50.09
595-28	Employment Readiness Program Manager	\$34.68	\$35.41	\$36.15	\$36.91	\$37.68
595-21	Financial Analyst	\$36.44	\$37.21	\$37.99	\$38.79	\$39.60
595-28	HQ Service Program Manager	\$56.48	\$57.67	\$58.88	\$60.12	\$61.38
595-21	Human Resources Assistant	\$37.83	\$38.62	\$39.44	\$40.26	\$41.11
595-21	Human Resources Consultant	\$47.33	\$48.33	\$49.34	\$50.38	\$51.44
595-21	Human Resources Generalist I	\$37.83	\$38.62	\$39.44	\$40.26	\$41.11
595-21	Human Resources Manager	\$54.96	\$56.11	\$57.29	\$58.49	\$59.72
595-28	Licensed Clinical Social Worker	\$44.38	\$45.31	\$46.26	\$47.23	\$48.23
595-21	Personnel Specialist, Senior	\$87.70	\$89.55	\$91.43	\$93.35	\$95.31
595-21	Program Manager	\$56.48	\$57.67	\$58.88	\$60.12	\$61.38
595-21	Project Manager	\$55.82	\$57.00	\$58.19	\$59.41	\$60.66
595-21	Project Manager, Senior	\$78.64	\$80.29	\$81.98	\$83.70	\$85.46
595-21	Recruiter I	\$37.91	\$38.70	\$39.52	\$40.35	\$41.19
595-28	Relocation Readiness Program Manager	\$33.81	\$34.52	\$35.25	\$35.99	\$36.74
595-28	Sexual Assault Response Coordinator	\$30.06	\$30.69	\$31.33	\$31.99	\$32.66
595-21	Training Manager	\$54.96	\$56.11	\$57.29	\$58.49	\$59.72
595-21	Training Specialist I	\$39.16	\$39.98	\$40.82	\$41.68	\$42.55
595-28	Work and Family Life Consultant	\$33.56	\$34.26	\$34.98	\$35.71	\$36.46